



Alan C. Lloyd, Ph.D.  
Agency Secretary

## State Water Resources Control Board

### Division of Water Rights

1001 I Street, 14<sup>th</sup> Floor ♦ Sacramento, California 95814 ♦ 916.341.5300  
Mailing Address: P.O. Box 2000 ♦ Sacramento, California 95812-2000  
FAX: 916.341.5400 ♦ [www.waterrights.ca.gov](http://www.waterrights.ca.gov)



Arnold Schwarzenegger  
Governor

### INSTRUCTIONS FOR FILING FIRST NOTICE GROUND WATER EXTRACTION

**A SEPARATE FIRST NOTICE FOR EACH WELL** should be typewritten or legibly written in ink. Where supplemental sheets are used, please make reference to the item number involved. Instructions for completing different ITEMS in the First Notice are as follows:

1. The person (or firm) in whose name the notice is to be recorded should be stated here. Please use the same name for all wells.
2. Names of persons not included in Item 1 who are known to be using the well or claim an interest in water extracted there from should be listed in this item or on a supplemental sheet. It is not necessary to include names of persons if the extractor is a mutual water company, public utility or public agency.
3. The owners designation by number and/or name may be given in this item in order to properly identify the well referred to in the notice. If this is the only well, it will suffice to insert "No. 1" in this item.
4. It is important to state the **COUNTY** in which the well is located. This determines the first two numbers of the recordation number.
5. The County **ASSESSOR'S PARCEL NUMBER** is important and must be included.
6. The description of the well location should be sufficiently clear to enable a stranger to find it on the ground or to locate it on a map of the area. The description may be made on the grid in Item 6. Post Office Box or Rural Route Numbers are **NOT ACCEPTABLE**.
7. The complete grid represents one section. The township, range, and section number is necessary for the computer program to accept the data. The quadrangle map name is shown in the lower right hand corner of the USGS map.
8. If the water is used on an area within one mile of the well a statement to that effect will suffice otherwise a description or sketch of the general area of use must be given. It is preferred that the United States public land survey system of Township, Range, Section, and portion thereof be used to describe the area of use. If a sketch is drawn in lieu of such description, it should outline the area served with the distances clearly shown to roads or other prominent landmarks, which may be easily located. A mutual water company, public utility or public agency may attach a map outlining the general service area. In this regard, submission of one copy of a map delineating the service area for several wells will be sufficient.

9. The total amount of water extracted must be reported in this item. It is preferable to report the amount in acre-feet, but it may also be reported in cubic feet or gallons. The unit of measurement used must be noted in the space provided. If the amount of water extracted was estimated rather than being measured by a meter, weir, volumetric, or any other direct measuring device, the method by which the quantity was estimated should be specified, such as a depth of applied water and acreage served, power records, lift and pump test, or other. (1 acre-foot = 43,560 cubic feet = 325,851 U.S. gallons).

The use of water extracted should be indicated by giving total acreage of each crop served. If more than one kind of crop is served by water from the well, list separately the number of acres under each crop. If use is for purposed other than irrigation the amount of the use should be indicated. For example, the water may be used for domestic purposes for 20 persons and 6 residences, and stockwatering for 200 head of cattle. (If more space is needed the information may be entered on another sheet of paper and attached to this notice).

10. through 24.

Information supplied under these items will tend to support the claim of right to the use of ground water and will assist in reducing the cost of verification of the data contained in the notice in the case where such verification is requested under Water Code section 5007.

***EACH NOTICE MUST BE SIGNED, DATED, AND SUBMITTED WITH THE REQUIRED FILING FEE TO:***

**State Water Resource Control Board  
Division of Water Rights  
Post Office Box 2000  
Sacramento, CA 95812-2000**

If we can assist you in any way, please call Catherine Nease at (916) 322-8465 or [Cnease@waterboards.ca.gov](mailto:Cnease@waterboards.ca.gov).

**Enclosure**

